

Element Performance Inspection (EPI)

2.1.1 Manual Currency (AW / OP)

Purpose of this Element (Air Carrier's responsibility):

To maintain current Manuals.

Objective (FAA responsibility):

To determine if the Air Carrier follows its Manual revision program.

Specific Instructions for this EPI:

To accomplish a review of an Air Carrier's manuals for currency, the inspector will determine if the manual being reviewed has a list of effective pages (LEP) and is current as indicated by the Air Carrier's revision listing. The inspector will conduct a spot inspection to verify the manual contents agree with the LEP. The manuals may be reviewed by both specialties.

"Manuals" included in this EPI comprise of manufacturer's manuals, service bulletins, microfilm tapes, manuals on CDs and any other mediums used.

Related EPIs:

- 1.1.1 Aircraft Airworthiness (AW)
- 1.3.3 Maintenance Facility / Main Maintenance Base (AW)
- 1.3.7 Outsource Organization (AW)
- 2.1.2 Content Consistency Across Manuals (AW / OP)
- 2.1.3 Distribution (Manuals) (AW / OP)
- 2.1.4 Availability (Manuals) (AW / OP)
- 2.1.5 Supplemental Operations Manual Requirements (AW / OP)
- 3.1.2 Flight Attendant Duties / Cabin Procedures (OP)
- 3.1.3 Airmen Duties / Flight Deck Procedures (OP)
- 3.1.9 Aircraft Performance Operating Limitations (OP)
- 5.1.1 Line Stations (AW)
- 5.1.5 Station Facilities (OP)

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Manual Currency

To meet this objective, the inspector will accomplish the following tasks (at the inspection locations where applicable):

1. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this EPI.
2. Review the associated SAI, with emphasis on the Controls Attribute section.
3. Review the Air Carrier's manual related to aircraft airworthiness requirements.
4. Review the Manual revision policies and procedures.
5. Review manuals for currency.

To meet this objective, the inspector will answer the following questions:

1. Was the following performance measure met:

1.1 Manuals reviewed were in the current revision status.

☐ YES **If no, explain:**
☐ NO

2. Were the Manual revision procedures followed?

☐ YES **If no, explain:**
☐ NO

3. Were the identified Manual revision controls followed?

☐ YES **If no, explain:**
☐ NO

4. <Deleted>

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SUPPLEMENTAL INFORMATION

SRRs:

- 14 CFR 121.133 (a), “Preparation.”
- 14 CFR 121.137 (b), “Distribution and availability.”
- 14 CFR 121.141 (a), “Airplane flight manual.”

Other CFRs and FAA Guidance:

- FAA Order 8300.10, Vol. 3, Chap. 37, Sect. 2, Par. 5H, “Verify currency of operator’s manual....CAS Program
- FAA Order 8400.10, Vol. 2, Chap. 2, Sect. 1, Par. 73, “Application Attachments.”
- FAA Order 8400.10, Vol. 2, Chap. 2, Sect. 5 Par. 331, “Termination of Special Purpose Flight Crewmember Certificates.”
- FAA Order 8400.10, Vol. 2, Chap. 4 Sect. 5, Par. 319, “Maintenance and Minimum Equipment List for U.S. Registered Aircraft, General.”
- FAA Order 8400.10, Vol. 3, Chap. 14, Sect. 3, Par. 1951, “Operator Specific Training Modules
- FAA Order 8400.10, Vol. 3, Chap. 15, Sect. 1, Par. 2083, “Review of Manuals.”
- FAA Order 8400.10, Vol. 3, Chap. 15, Sect. 1, Par. 2085, “Format and Style of Manuals.”
- FAA Order 8400.10, Vol. 3, Chap. 15, Sect. 2, Par. 2101, “Phase One: Establishing a Framework for Review.”
- FAA Order 8400.10, Vol. 3, Chap. 15, Sect. 2, Par. 2113, “Emergency Revisions.”
- FAA Order 8400.10, Vol. 3, Chap. 15, Sect. 6, Par. 2227, “Content of General Operations Manuals.”
- FAA Order 8400.10, Vol. 6, Chap. 2, Sect. 6, Par. 205, “Procedures for Reviewing Operations Manuals.”
- FAA Order 8400.10, Vol. 6, Chap. 2, Sect. 19, Par. 473, “Stations Facilities Inspections; Specific Inspection Practices and Procedures.”
- FAA Order 8400.10, Vol. 6, Chap. 2, Sect. 19, Par. 473B, “Specific Inspection Practices and Procedures (Manuals).”
- Federal Register: 60 FR 65832, “Commuter Operations and General Certification and Operations Requirements.”, Vol. 60, No. 244, Dec. 20, 1995.
- Refer to Advisory Circulars using a search engine (such as ATP Navigator or Summit).